

EDGEFIELD COUNTY, SOUTH CAROLINA

REQUEST FOR PROPOSAL

**PARTITION WALLS & SUSPENDED CEILING 210 PENN STREET BUILDING**

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UPON EXECUTION OF THIS DOCUMENT, EXCEPTIONS, ADDITIONS, SPECIAL

TERMS AND CONDITIONS SHALL CONSTITUTE A BINDING CONTRACT.

PLEASE READ “GENERAL INSTRUCTIONS TO BIDDERS” AND

“INSTRUCTIONS TO BIDDERS” VERY THOROUGHLY.

BIDDERS ARE REQUIRED TO INCLUDE INFORMATION ON PAST PROJECTS SIMILAR IN SIZE AND SCOPE. INFORMATION SHOULD INCLUDE CONTACT PERSON’S NAME AND ACTIVE PHONE NUMBERS.

EDGEFIELD COUNTY, SOUTH CAROLINA  
REQUEST FOR PROPOSAL

DATE: **June 14, 2010**

**NOTICE TO BID**

Sealed bids for furnishing:

**PARTITION WALLS & SUSPENDED CEILING 210 PENN STREET BUILDING**

Subject to the conditions and provisions set forth in the attached, bids (**2 copies**) will be received at this office until **2:00 PM on June 28, 2010**, then publicly opened. The commodities and/or services must be furnished as described and specified in this package. Edgefield County reserves the right to reject any or all bids. Successful bidder will be required to have proof of insurance and a performance/payment bond. Successful bidder must be willing to certify that they do not employ any unauthorized aliens.

**This partition wall and ceiling project is a 4,000 square foot portion of a larger building. Bidder are encouraged to visit the vacant portion prior to submitting bid.**

PROPOSALS will be opened in the BUILDING & PLANNING OFFICE, 211 Norris Street, Edgefield, South Carolina.

Please address mailed bids to:

Edgefield County Building & Planning  
211 Norris Street  
Edgefield, South Carolina 29824

Envelopes should be conspicuously marked in the lower left hand corner:

RFP No. PENN-030  
PARTITION WALLS & SUSPENDED CEILING 210 PENN STREET

**REQUEST FOR PROPOSAL FORM**

EDGEFIELD COUNTY  
BUILDING & PLANNING  
211 NORRIS ST.  
EDGEFIELD, SC 29824

DATE: \_\_\_\_\_

BIDDING ORGANIZATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above submits herewith our Bid and/or Quotation in response to bid/quote request number shown above and in compliance with the description and/or specifications within and attached hereto for:

**PARTITION WALLS & SUSPENDED CEILING 210 PENN STREET BUILDING**

SIGNATURE OF BIDDER'S REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Please print)

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BID PRICE: \_\_\_\_\_

NUMBER OF ATTACHMENTS: \_\_\_\_\_

## **GENERAL INSTRUCTIONS TO BIDDERS**

Unless otherwise stated, the following General Instructions will apply.

### **I. BID OPENING AND AWARD:**

Bid proposals will be examined promptly after opening and each bid will be announced to all participating. It is not a practice to award any bid until the County Administrator, the interested Division/Department Head, and in most cases the County Council have had ample time to review each Bid Proposal. Award will be made, however, at the earliest possible date. No Bid Proposal(s) may be withdrawn for a period of thirty (30) days after bid opening date. If the mail is delayed beyond the date and hour set for the bid opening, Bid Proposal(s) thus delayed, will **NOT** be considered.

### **II. TAXES:**

The County pays South Carolina State Sales Taxes. The County is exempt from Federal Excise Taxes and will issue exemption certificates when requested. All applicable taxes should be shown as separate line items on the bid form.

### **III. BASIS OF BID AWARD:**

Contractor will be selected on the basis of their conformance to the bid, meeting the Specifications, Contractor's competitive bid price, and consideration given to the following:

- (a) Superior quality and specification adherence
- (b) Adequate maintenance and service
- (c) Delivery date and/or completion time
- (d) Company's reputation and financial status
- (e) Past experience and cost with similar or like equipment or service
- (f) Anticipated future cost and experience
- (g) Performance of bidder's equipment in hands of other agencies, plants and firms

### **IV. GUARANTEE WITH BID AND WARRANTIES:**

To protect the interest of the County, the Bidder guarantees that the equipment offered is standard new equipment, latest model of regular stock product, with parts regularly used for the type of equipment offered; also, that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.

Bidder shall provide attached information on their product and service warranties.

#### V. USE OF BRAND NAMES

Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective Bidders the general style, type, character and quality of equipment desired.

#### VI. USE OF BRAND NAMES IN BID

If the article bid upon has a trade or brand name, show name in the bid.

#### VII. SPECIFICATION DEVIATIONS BY THE BIDDER

Any deviation from this specification MUST be noted in detail and submitted in writing with this Bid Proposal. Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with bids, the bidder's name should be clearly shown on each document.

The specifications, as listed herein, represent our preference in equipment, however, we are fully cognizant that no two pieces of equipment from different manufacturers are the same. Therefore, if your equipment is similar and/or same in size, function, and operation, but some of the specifications do not completely coincide with ours as listed, please list your exceptions and explanations separately. It is not our intent to write specifications for a piece of equipment that only one manufacturer can submit a bid.

#### VIII. SPECIFICATION CHANGES AFTER BID AWARD:

Any changes in specifications after the Purchase Order/Contract has been awarded, must be with written consent of the Building & Planning Department, otherwise, the responsibility for such changes shall be with the vendor.

#### IX. BROCHURES:

Bid Proposals shall include adequate brochures, latest printed specifications and advertising literature describing the product(s) offered in such fashion as to permit ready comparison with the specifications on an item-to item basis where applicable. This includes information on metal studs, gypsum board, ceiling grid, insulation, and ceiling tiles.

#### X. SPECIFICATION CHANGES, ADDITIONS, AND DELETIONS:

All changes in specifications shall be in writing and furnished to ALL Bidders. Verbal information obtained otherwise will NOT be considered in awarding of bids.

**XI. BID CHANGES:**

Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening, will be void regardless of when they were mailed.

**XII. DELIVERY LOCATION:**

EDGEFIELD COUNTY  
210 PENN STREET  
EDGEFIELD, SOUTH CAROLINA 29824

**XIII. TIED BIDS:**

In the case of tied bids, the County reserves the right to make the award based on factors outlined in this bid package in what is considered to be in the best interest of the County.

**XIV. INFORMATION:**

Any questions or inquiry concerning this bid or the equipment this bid represents by any company or company representative must be **faxed** to the attention of:

MIKE REED, Building & Planning Director  
211 Norris Street  
Edgefield, South Carolina 29824  
Phone: (803) 637-4073  
Fax: (803) 637-4088

**XV. OTHER CHARGES:**

Bid prices shall include as separate line items all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the bid price is the total price to be paid for the item(s).

**XVI. INSPECTION AND ACCEPTANCE:**

Inspection and acceptance shall be conducted by the persons named below:

NAME/TITLE

MR. ALTON BROWN, COUNTY ADMINISTRATOR  
MR. MIKE REED, BUILDING & PLANNING DIRECTOR

After delivery to the county, a careful inventory will be made by the designated personnel. They will have the absolute authority to accept or reject the item(s) for the county.

**XVII. INVOICE(S), CERTIFICATES OF ORIGIN AND WARRANTIES AND GUARANTEES:**

Invoice(s), certificates of origin and warranties and guarantees must be submitted at the time of delivery of the item(s).

The right is reserved to reject any and all bids, or to accept that deemed most advantageous to this office for value received.

**XVIII. PAY SCHEDULE:**

Payment for the project shall be at completion. Prior to final payment contractor shall provide proof that materials used on project are paid for and any subcontractors who worked on project are also paid. Any changes arrangements to this payment procedure must be addressed in the bid submittal ON AN ATTACHED SHEET. In most cases Edgefield County will issue payment checks within 21 days of being invoiced.

**SPECIAL INSTRUCTIONS TO BIDDER**

In the event that any supplier should wish to submit a proposal but finds it impossible to comply with all the specifications set forth, their proposal will be received provided the following is adhered to:

Any exceptions, substitutions, deletions or any deviations from these specifications shall be explained in detail on a separate page entitled "Exceptions". Bidder must show proof that any exception is equal or superior to those specified. Failure to conform to the above requirement shall be cause for rejection of proposal. Bidder must submit detailed specifications with the proposal and drawings of each exception.

**I. SILENCE OF SPECIFICATIONS:**

The apparent silence of this specification and any supplemental specification as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement.

Edgefield County reserves the right to waive technicalities and reject any or all bids.

Requirements for Equal Employment Opportunity and Minority Business Enterprises are applicable to this contract.

**II. LICENSES, PERMITS, AND INSURANCES:**

Contractor is responsible to have and obtain all needed licenses, permits, and insurances for project. Including but not limited to workman's compensation and general liability.

## **MINIMUM SPECIFICATIONS**

### **I. APPLICABLE BUILDING CODES:**

All work performed shall comply with the current building codes mandated by the State of South Carolina. All work shall also comply with any and all South Carolina medications to said codes. Mandatory Building Codes adopted for current use in South Carolina and which must be enforced by local jurisdictions include the:

2006 International Building Code with SC modifications;  
2006 International Residential Code with SC modifications;  
2006 International Fire Code with SC modifications;  
2006 International Plumbing Code;  
2006 International Mechanical Code;  
2006 International Energy Conservation Code;  
2006 International Fuel Gas Code with SC modifications; and,  
2008 National Electrical Code.

### **II. BUILDING CODE REFERENCED CODES AND STANDARDS:**

All work performed and material supplied shall comply with all trade and material codes and standards referenced in the above mentioned building codes.

### **III. STATE, LOCAL, AND MUNICIPAL CODES:**

All work performed shall comply with any applicable state, local, and or municipal codes.

### **IV. SOUTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION:**

Contractors are responsible to perform their work and keep their work area safe and abide by the South Carolina Occupational Safety and Health Administration guidelines and regulations. Contractor is responsible for furnishing and placement of safety barricades during project. Contractor is also responsible to keep the public at a safe distance during project.

### **V. FINAL CLEAN UP:**

Contractor shall clean site of all waste including nails, shingles, broken glass, etc..

### **VI. TIME OF COMPLETION:**

All work shall be completed no later than 30 days after awarding of contract. A work schedule will be agreed on at time of awarding of contract.



**VII. LOWER 4,000 SQUARE FOOT SECTION:**

Construct a 2 hour fire barrier along the block wall that separates the 4,000 square foot area that is being renovated and the remaining portion of the building. Interior length of this wall is 99'-4" long with a sloped Tectum roof deck from 10'-5" to 12'-5" above finished floor. There will be no door or window openings in this interior wall.

The 3 remaining perimeter walls are concrete block. On these walls the contractor shall install 3-1/2" metal studs with insulation and 5/8" drywall.

All interior partition walls shall be 3-1/2" metal studs with 5/8" drywall. All drywall shall terminate above the suspended ceiling grid. Ceiling heights shall be 9' above finish floor at the front half of the building and 8' above finish floor at the back half of the building. This is done because the metal bar joists were installed to create the roof slope.

All interior doors are 3' x 7' with metal frames.

All windows will be aluminum frame without interior trim. Drywall will wrap the interior rough opening and terminate on aluminum window frame. A j-bead or caulk is required where drywall ends at window.

HVAC units will be located on the roof close to the wall that divides the 4,000 square foot renovation area from the larger portion of the building. Along this wall there will be an interior duct chase no larger than an estimated 24"x 24".

Suspended ceiling shall have a white 2'x 2' commercial quality grid and Armstrong random textured white panels. Ceiling shall have a layer of 6" un-faced roll insulation laid across main grids.

**VIII. ATTACHMENTS:**

Sketch of floor plan.

